

INITIAL REPORT FOR THE DCI AREA ON PURGE OF INACTIVE RECORDS
 Approved For Release 2001/08/09 : CIA-RDP73-00099A000200170110-8

STATINTL	COMPONENT	RESPONSIBLE OFFICER(S)	TYPE MATERIALS	ON HAND JULY '68 (cu.ft.)	DESTROYED TO DATE (cu.ft.)	CANDIDATE FOR DESTRUCTION (cu.ft.)	REMARKS	STATINTL
	Executive Registry	[REDACTED]	O/DCI correspondence, memos, reports, etc.	143	0	?	Purge action awaiting arrival of [REDACTED] (contract retiree) who will evaluate these O/DCI documents.	STATINTL
STATINTL	Public Affairs	[REDACTED]	1) Employee manuscript clearance and contact file. 2) Personalities file (Non-CIA personalities).	8 54	6 0	0 40	1) The 1954-1964 segment of this file was destroyed on 28 August 1968. 2) Plan to purge c.75% of this file in near future.	STATINTL
	Historical Staff	Philip K. Edwards	Inactive historical materials from other offices.	20	0	10	Upon review, expect 6 cu. ft. can be destroyed. Four (4) cu. ft. will be transferred to Executive Registry. (25 cu.ft. of extra copies of STUDIES are stored [REDACTED] Can be reduced to 10 cu.ft.)	STATINTL

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			JULY '69 (cu.ft.)	TO DATE (cu.ft.)	DESTRUCTION (cu.ft.)	
Cable Secretariat STATINTL	[REDACTED]	1) DCI Cable Reference File, 1953-1962. (Microfilm)	6	0	0	1) Considered permanent. (Already on microfilm). Duplicate film kept at Headquarters.
		2) DCI Cable Reference File, 1962-1966. (Hardcopy)	28	0	0*	2) Considered permanent. Growth rate is 6 cu. ft./year. *Could be microfilmed to reduce volume. (These cables also contained in CIA Cable Reference File.)
		3) CIA Cable Reference File, 1946-1963 (Microfilm)	65	0	0	3) Considered permanent. (Already on microfilm). Duplicate film kept at Headquarters.
		4) CIA Cable Reference File, 1963 to present. (Hardcopy)	685	0	?	4) Considered temporary in paper form. Fifteen year retention policy. Growth rate is 150 cu.ft./year. Serves both V.M. and inactive records purposes. Could be microfilmed to reduce volume; 15 year retention policy might be altered after consultation with Users, particularly DD/P Area. Follow-on investigation of these options has been initiated by Cable Secretariat.
STATINTL NOTE	[REDACTED]	No materials [REDACTED]	(0)	(0)	(0)	Note: The SCIP files (of interest to [REDACTED] IHC of USIB) are under CRS/DDI control.
STATINTL						

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COMPONENT	RESPONSIBLE OFFICER(S)	TYPE MATERIALS	ESTIMATED VOLUME			REMARKS
			(cu.ft.)	(cu.ft.)	(cu.ft.)	
USIB Secretariat STATINTL		1) IAC (USIB predecessor) official documents.	4	0	0	1) Considered permanent. Historical material. (Duplicate file kept at Headquarters.)
		2) USIB official documents, 1961 to present.	15	0	0	2) Considered permanent. Serves both V.M. and historical purposes. (Duplicate file kept at Headquarters.)
		3) USIB/SIGINT official documents	6	0	0	3) Considered permanent. Serves both V.M. and historical purposes.
						Note: USIB files are community files rather than CIA files. USIB Secretariat is "office of record" for these materials. Files could be microfilmed if space needs require. USIB files at Headquarters used as reference file.
STATINTL STATINTL [redacted] STATINTL	[redacted]	/No materials [redacted]	(0)	(0)	(0)	Prior to present purge, 14 cu.ft. of records formerly [redacted] were destroyed through regular records policy. [redacted] is holding 1 1/2 cu.ft. of historical materials to be shipped [redacted] eventually as archival material.
						STATINTL
O/PFB STATINTL	[redacted]	Program & Budget files	19	0	?	Holdings will be reviewed for possible destruction during Oct. 1968. Retention schedules on remaining materials will be shortened where feasible. (It is hoped an OF file on budgetary matters will be transferred from OF to O/PFB and purged under O/PFB policy.)

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			(cu.ft.)	(cu.ft.)	DESTRUCTION	
OGC STATINTL	[REDACTED]	1) Opinions & decisions, legislation, Executive Orders, etc.	58	0	0 -	1) Considered permanent. However, files will be reviewed to eliminate anything that can properly be purged.
		2) Outgoing correspondence.	2	0	2	2) Considered temporary. Will be reviewed in October for possible destruction.
OLC STATINTL	[REDACTED]	Files on Congressional activities, legislation, members of Congress, etc.	79	0	?	Will review [REDACTED] holdings & schedules. Expect some purging possible and some shortening of retention schedules.
Inspection Staff, OIG STATINTL	[REDACTED]	1) IG surveys & special studies	21	0	0	1) This "office of record" file considered permanent.
		2) Employee Grievance Cases	14	0	?	2) Considered temporary. Schedule calls for review for possible destruction after 10 years. OIG now reviewing sample boxes to see if significant amount of contents can be destroyed now. Also, OIG may propose change in review schedule from 10 yrs. to 5 years. OIG does not favor microfilming of these relatively small files.

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Audit Staff, OIG STATINTL		1) Subject Files (Correspondence, etc.), 1952-1966.	3	0	3	1) Will be reviewed for possible destruction now.
		2) Audit Reports, 1950-1965	9	0	0	2) Considered permanent. Gov't. policy classifies official audit reports as permanent. -No objection to microfilm if deemed worthwhile.
ONE STATINTL		1) ONE office records	77	0	?	1) Recent sampling indicates much can be purged from these files. Two boxes per week will be recalled & reviewed by ONE.
		2) Supplemental Distribution copies of NIE's and develop- ment files.	c.130	*	*	2) *This file is regularly purged of reserve copies of estimates, per standing procedure. The "development files" form the bulk of this holding. ONE policy classes these development files as permanent. Hardcopy form preferred in view of purpose of file.
National Security Council		Official files of the NSC	224	0	0	Considered permanent. Historical papers. Stored by 1961 agreement with White House Staff (McGeorge Bundy). STATINTL

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